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Bulletin
Number 31828BR

Type of
Recruitment Transfer Opportunity

Department Auditor-Controller

Position Title ACCOUNTING OFFICER II

Filing Type Standard

Filing End
Date 02/27/2014

Filing End
Time 5:00 pm PST

General
Information The Department of Auditor-Controller is seeking a well-qualified and highly motivated individual to fill a position in the Accounting Division at the level of Accounting Officer II.

The Accounting Division exercises accounting control over all financial transactions of the County and coordinates with other sections and divisions of the Department, other County departments, and state and federal agencies. The position will be responsible for assisting in the preparation of the various financial and accounting reports; supervising and reviewing the reimbursement claims submitted to the Division; analyzing and making recommendations for the solution of problems related to financial accounting or Countywide programs, procedures, personnel or budget; analyzing and reviewing legislation; assisting in maintaining accounting procedures and controls for all general, disbursements, payroll, property tax, capital assets, and budgetary accounting functions of the County; assisting in the

development of policies and procedures; developing training materials and training staff in eCAPS; and acting for Section Head in his/her absence.

Requirements **POSITION REQUIREMENTS:** Permanent employees of Los Angeles County who hold the payroll title of Accounting Officer II or hold a comparable item which performs similar work at an equivalent level in salary and complexity are invited to submit (1) a cover letter and resume detailing relevant experience, (2) copies of the last two performance evaluations, and (3) a time history report of the last two years.

NOTE: RESUMES ARE ACCEPTED ONLINE ONLY. Please attach the required documents along with your resume. If you are unable to attach the required documents online, you may fax them to (213) 947-4848. Please include your name, exam number and exam title on all faxed documents.

*All materials submitted will be evaluated.
However, only the most qualified individuals will be contacted and invited to participate in an interview.*

Certificate(s)
Required
Desirable
Qualifications

- Comprehensive knowledge of the County's accounting processes and policies and procedures related to countywide departmental organizations;
- Strong interpersonal skills with individuals and groups both internal and external to the County;
- Excellent business writing and oral communication skills;
- Strong organizational, planning, and analytical skills;
- Ability to independently perform job duties with minimal supervision;
- Ability to adapt to a complex and changing

	<p>work environment;</p> <ul style="list-style-type: none">• Ability to work in an unstructured environment; and• Proficiency in Microsoft Excel and Word applications.
Duties	<p>Specific duties of the position include, but are not limited to:</p> <ul style="list-style-type: none">• Assisting in supervising a section.• Preparing Journal Vouchers to properly record the funds and any matching requirements, and reviewing the analysis and determination of year-end accrual entries.• Reviewing and analyzing legislation to determine accounting requirements; attending meetings and conferences.• Reviewing departmental claims for reimbursement, auditing test claims, and assisting departments with inquiries.• Establishing the appropriate eCAPS funds/accounts and controls for allocation of revenues to various departments.• Preparing the monthly, quarterly, and annual reports as required.• Reconciling funds received/distributed from the state and federal government.
Vacancy Information	<p>This vacancy is headquartered at 500 West Temple Street in Downtown Los Angeles.</p>
Available Shift	<p>Day</p>
Contact	<p>Aaron Sim</p>

Name

Contact
Phone

(213) 974-8512

Contact
Email

asim@auditor.lacounty.gov

Job Field

Finance and Accounting

Job Type

Professional

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